

STATE OF CALIFORNIA MULTI-DEPARTMENTAL
OPEN NON-PROMOTIONAL SPOT EXAMINATION FOR
MAILING MACHINES OPERATOR II
MONTHLY SALARY RANGE \$2649-\$3216



FINAL FILING DATE	February 11, 2010, is the final filing date. Mailed applications (STD. 678) must be postmarked no later than the final filing date. Applications delivered in person must be placed in the Examination Drop Box at the Department of Motor Vehicles by 5:00 p.m. on the final filing date . Applications received via interoffice mail after the final filing date, will not be accepted.			
INTERVIEW DATE	It is anticipated that mandatory interviews will be held in April/May 2010.			
WHO MAY APPLY	Applicants who meet the minimum qualifications as stated. This is an open multi-departmental examination. Applications will not be accepted on a promotional basis.			
HOW TO APPLY	<p>Examination Applications (STD. 678) may be downloaded from the State Personnel Board's website at www.spb.ca.gov.</p> <p>Examination applications (STD. 678) must be clearly marked “Mailing Machines Operator II Examination” and may be submitted by either of two options described below:</p> <table><tr><td>By mail to: Department of Motor Vehicles Selection Services Unit Mailing Machines Operator II P.O. Box 932315 Sacramento, CA 94232-3150</td><td>OR</td><td>In person to: Department of Motor Vehicles Human Resources Branch 2570 - 24th Street 1st Floor Lobby - Examination Drop Box Sacramento, CA 95818</td></tr></table> <p>Applications will be accepted at the Department of Motor Vehicles only. Do not submit your application to the Employment Development Department. All applications/resumes must include "to" and "from" employment dates (month/day/ year), time base, and official classification titles. Applications/resumes received without this information will be rejected.</p>	By mail to: Department of Motor Vehicles Selection Services Unit Mailing Machines Operator II P.O. Box 932315 Sacramento, CA 94232-3150	OR	In person to: Department of Motor Vehicles Human Resources Branch 2570 - 24th Street 1st Floor Lobby - Examination Drop Box Sacramento, CA 95818
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination.” You will be contacted about specific arrangements.			
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.</p> <p>The following patterns may be combined proportionately, when applicable, to meet the overall experience requirement:</p> <p>Either I</p> <p>One year of experience in the California state service performing the duties of a Mailing Machines Operator I, Range B.</p> <p>Or II</p> <p>Three years of experience operating a variety of mailing machines in the processing of outgoing United States mail. (Experience in the California state service must include one year performing the duties of a Mailing Machines Operator I, Range B.)</p>			
SPECIAL PERSONAL CHARACTERISTICS	A mechanical aptitude and interest in machinery; neatness; orderliness; alertness; manual dexterity; a willingness to follow a prescribed routine; ability to stand for long periods of time and work in noisy surroundings, and have good eyesight.			
DEFINITION OF TERMS	“ Performing the duties of ... ” To meet this requirement, the applicant must have the amount of experience in State service in the class (or be on a Training and Development Assignment, or TAU to the class) specified.			
POSITION DESCRIPTION AND LOCATION	<p>The Mailing Machines Operator II is the mailing machine expert/specialist level in the series. Under general direction, incumbents operate on a fulltime basis the most complex multi-function machinery; may also act as a lead person over a small group of Mailing Machines Operators and clerical support where the size of the work unit precludes allocation of a supervisory level within the series.</p> <p>Positions exist in Sacramento Only with the Department of Motor Vehicles and the Employment Development Department.</p>			

See reverse side for additional information.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION
INFORMATION

This examination will consist of a Qualifications Appraisal Interview, weighted 100.00%. In order to obtain a position on the eligible list, a minimum score of 70.00% must be attained in the interview.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100.00%

EXAM SCOPE

The Qualifications Appraisal Interview will assess each competitor's knowledge and abilities in some or all of the areas listed below.

- A. Knowledge of:**
- 1. Postal regulations related to postage.
 - 2. Types of mail.
 - 3. Zip code sorting techniques.
 - 4. The operation and maintenance of mailing machines and related equipment.
- B. Ability to:**
- 1. Carry out oral and written directions.
 - 2. Learn rapidly the operating details of mailing machines and related equipment.
 - 3. Operate, adjust and maintain equipment in good operating condition.
 - 4. Meet deadlines.
 - 5. Read and write at a level required for successful job performance.
 - 6. Maintain records.
 - 7. Work well with others.

ELIGIBLE LIST
INFORMATION

A multi-departmental, open non-promotional spot list for Sacramento will be established for the Department of Motor Vehicles and the Employment Development Department. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

CAREER AND
VETERANS POINTS

Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits. **IF YOU RECEIVE VETERAN'S PREFERENCE POINTS, YOU CANNOT ALSO RECEIVE CAREER CREDITS.**

Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.** Directions for applying for veteran's preference points are on the Veteran's Preference Application form (Form 1093) which is available from the State Personnel Board or the Department of Veteran's Affairs, P.O. Box 942859, Sacramento, CA 94295-0001.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection Services Unit (916) 657-7553 three weeks after the final file date if the candidate has not received a progress Notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

Applications are available at the State Personnel Board offices or website Home Page @ www.spb.ca.gov. Applications are also available at local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigations will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Rule 235: An employee who has moved from one agency to another agency without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in state service by resignation, non disability retirement or removal for cause.

Career Credits: In open non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the State Personnel Board, and have 12 consecutive months of service in an exempt position, or 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 18 months after graduation from the California Conservation Corps.) Three points are added to the final test score of those candidates who meet one of the above criteria and who are successful in the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form SPB 678 (12/06). (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814.)

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired
from TDD Phones: 1-800-735-2929
from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

RECRUITMENT# 093899 00101780 9MV27D

MAILING MACHINES OPERATOR II
CK04/1780 TN/SL

9MV27

BULLETIN RELEASE DATE: JANUARY 6, 2010
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